

REQUEST FOR BIDS
PLANNING SERVICES

The Charter Township of Mundy is requesting proposals for Planning services.

Sealed bids are to be submitted to the Township Clerk's office and are to be received by April 27, 2009 at 5:00 pm. These bids will be opened at a regular public Township Board meeting on April 27, 2009 at 7:00 pm.

There will be no presentation at the public meeting, other than the opening of the sealed bids at that meeting; however, all submitters are allowed to attend.

The successful applicant will be required to:

A. Attend scheduled meetings as requested. These may be Planning, Zoning Board of Appeals, Township Board or other meetings.

B. Assist and advise local officials, the Township attorney and Township engineer in matters dealing with zoning, land use and community development.

C. Make available planning related resources such as planning documentation files, sample ordinances, and reference books and periodicals.

D. Conduct technical review and prepare written reports on land use and development petitions, including but not limited to rezoning requests, site plans, land divisions, and variance requests.

E. Attend applicant assistance meetings at the Township Hall as may be requested by the Township to advise developers and/or property owners on processing procedures, land development requirements, and approval standards.

F. Undertake other projects and services of a community planning and design nature, including expert witness assistance, as may be requested by the Township.

G. Other similar type activities as requested by the Township.

Compensation: The fee must be a complete fee and if done on an hourly basis, then the maximum hours must be specified, so as to show the maximum fee the Township will be responsible for.

Dated: _____

DAVID GUIGEAR, Supervisor